

MIECHVP Webinar Questions & Answers – August 11 & 15

Updated September 7, 2011

1. What tool is used by the intake agency when doing the initial screen for the target population?

At this time the communities should define their own tool. A universal screening tool will be developed with the input of the MIECHV communities, other states who are using a universal screen, DHS, the model developers, and the Office of Early Childhood Development.

2. Is an agency's in-house universal tool appropriate for the initial screen?

Yes, at this time, as long as it is agreed upon by the community collaboration.

3. What is the difference between a program plan and an RFP?

If this is not an RFP, what is it? This is a grant, not subject to the Department's procurement rules. This allows us to use a more open and collaborative process to select the entities that will be funded. Even though this is not an RFP we do still want the process to be open and accessible to all interested agencies.

4. Is it required for community agencies to use identical language in the narrative section?

No, but plans should be collaborative and consistent with each other.

5. May we have a hard copy of the slides being presented?

Yes, the power point used in the webinar will be posted on the DHS website and the office of Early Childhood Development website.

6. Is each agency responsible for submitting a "best" plan for the community?

No, we would like agencies within the community to work together to develop the best plan for comprehensive services to the families most at risk for poor outcomes.

7. Was guidance sent to agencies that expressed interest in the grant application or is contact with Teresa and the DHS website the only resources available?

Guidance was sent to all agencies that expressed interest in MIECHV funding. The information may also be found on the DHS website and the Office of Early Childhood Development website www.earlychildhood.illinois.gov. Agencies may feel free to share the information with any interested entity within the community.

8. Is there a template for the budget?

Below is a link to the DHS one-page budget summary, include a narrative describing each item in detail.
<http://www.dhs.state.il.us/page.aspx?item=56630>

9. Are agencies to use models from other states when developing the universal screening component?

If so, will the information be provided?

Communities should present their ideas for how a universal screening process would work best in their area. You may research this information from other site's, states or communities. Please provide references for information provided.

10. Is the data collection component a dynamic as opposed to a static finished product from the consultant?

The data collection system is still in development.

11. Is a mechanism for referral required for those in the target population identified for immediate/emergent need as a result of the universal screening component?

Contingency plans will need to be made for referrals that need immediate service and cannot wait a week for the distribution group to meet or worker assignments to be arranged. The contingency plan needs to be included in the Memorandum of Understanding.

12. Will workers be required to record and track grant data in addition to the documentation required by their agency?

There will be specific requirements for data collection for MIECHV. It is up to individual agencies to determine if there are additional data collection requirements.

13. Does an agency that is certified/accredited by a national sponsor receive additional points in the final decision?

Model fidelity is a requirement of the grant. Credentialing /certification /accreditation indicate the agency is implementing the home visiting program in accordance to the model. This will be considered when reviewing the program plan, but will not result in additional points.

14. Is it expected that one FTE manager of the network be associated with a non-home visiting (HV) agency that is responsible for referrals to HV agencies?

The Coordinated Intake should:

- Allow maximum usage of family support program services.
 - Focus on a single point of entry for families with all the family support programs.
 - Assure that families will be linked to the most appropriate services available for them based on the family's needs.
 - Allow for uniformity across the programs- one release of information, uniform screening process and a uniform mechanism for referral follow- up.
 - Create a streamlined process for recruitment and allows family support workers to focus all efforts on the priority of providing direct services to families.
 - Promote collaboration and prohibits turfism between programs.
 - Eliminate duplication by creating a single point of entry for families.
- (Early Childhood Iowa Centralized Intake Best Practices Guide, February 2011, Version 1)

The assigned Coordinated Intake may also complete screenings, as necessary. Dedicated staff will be dependent on the size of the community involved in the central intake process.

15. Is the state requesting one plan or multiple plans for universal screen component and service delivery component?

At this time, each community may define their universal screen. Ultimately, all screens will incorporate the same universal questions.

16. What is the difference between a letter of interest and a Memorandum of Understanding (MOU)?

The Letter of Interest indicates an agency is interested in receiving MIECHV funding and alerts the Office of Early Childhood Development and DHS of the intent to submit a program plan. The Memorandum of Understanding (MOU) is a [document](#) describing a [bilateral](#) or [multilateral](#) agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action. The MOU should define the expectations and deliverables of all parties. It must be signed by all parties by agency personnel approved to sign contracts. MOUs also include ramifications or relief if a signed partner does not meet the MOU defined expectations.

17. Should agencies use \$500,000 as a hypothetical budget cap?

\$500,000 is the hypothetical budget cap for each community, rather than each agency.

18. Can an agency act either as a “pass through” or “direct” fiscal agent for the community?

DHS prefers to contract with each agency directly. However, a community can submit a request for a designated fiscal agent, this request must be agreed upon by all community partners and it must explain why a designated fiscal agent is better for the community than direct contracts with each agency.

19. Is there a limit on the number of agencies in a community who may apply and will the state actively impose the limit?

The purpose of the MIECHV grant is to expand home visiting services in the selected communities and reach as many additional clients within the target population as possible. This expansion must be supported by a fiscally responsible budget. Accordingly, the review panel will look for program plans that present efficacious service.

20. Can the lead agency in the community submit one response but include specifics for each member agency in the community?

Yes, if the community collaborative is in agreement that this is the best method for their community and explained in the program plan. This must also be stated in the MOU.

21. Can one agency submit a letter of intent for all member agencies in the community?

No, each agency must submit their own letter of interest that includes: name, agency, contact information, community to be served and selected home visiting model.

Additional Questions Added September 6, 2011

22. How much detail is the state requiring for each response? For example, for the first question when being asked to describe the model would you like a completed description of each model (goals/objectives/benchmarks) within the narrative or as an appendix?

A brief description of the model is sufficient. We all know the approved models so there is no need to go into great depth. You should state why the specific model chosen best meets the needs of your community.

23. In our (Rockford) submitted and accepted narrative we indicated we will increase our client participation by 50%. However, due to the limited funding this will be modified, will this be a problem?

No, but you need to associate additional funding and increased services.

24. There will be administrative costs tied to the implementation of the project, is there a set amount or a specific percentage of the award that is allowable for these costs?

At this point there is no set limit on administrative costs, however, if the State moves to a limit, we would have to comply.

25. The state has indicated training will be provided for staff involved in the MIECHVP. Should agency budgets reflect travel and accommodations for trainings?

Yes

26. Will each agency be responsible for reporting and accountability, or will the lead agency collect and provide required information to the state?

Contracted agencies will be responsible for reporting and accountability

- 27. Would the State prefer individual contracts with each agency, or would the State prefer providing funds to a single agency?**

Individual contracts with each agency

Additional Questions Added September 7, 2011

- 28. The budget form is designed for an agency to put all their DHS contract budgets on the form (one per column)—but for this submission, should we just send it in as a stand-alone, with just the MIECHVP budget?**

At this time, we are only asking for a budget for MIECHVP

- 29. What if we do not have a contract # or CFDA number to fill in?**

Disregard this field

- 29. Each of our 5 agencies will submit our own budget forms since we will have individual contracts. Do we need to put together an Excel spreadsheet that shows all 5 budgets added into one?**

Please submit separate budgets